



Swale
ACADEMIES
TRUST

Finance Assistant
Central Support Services
Information

CONTENTS

Welcome from Gavin Bailey	3
Job Description	4
Person Specification	5
Working for Swale Academies Trust	6
How to find us	6
Overview of Swale Academies Trust	7
Application Process	8
Our Trust Values	9



Welcome

Welcome to Swale Academies Trust

A message from Gavin Bailey, Chief Finance and Operations Officer (Interim):

Thank you in your interest in this role within the Central Support Services Team at Swale Academies Trust.

The central team is pivotal to the successful running of the organisation and is focused on supporting the improvement of educational standards in all of our schools. All of the work carried out by the Central Support Services Team is in relation to the non-teaching and learning aspects of running a school. The vital work your new role entails allows Headteachers and school-based staff to focus on teaching and learning and improving student outcomes.

As CFOO, my role is to provide strategic oversight of operational services across all of our schools. The central team is well-established with an excellent track record of delivering improvement and value for money, and we continue to develop new ways of working to ensure we can effectively respond to the needs of each of our schools and continuously improve the support we offer.

We look forward to receiving your application to join our organisation at this exciting time.

Gavin Bailey

A handwritten signature in black ink, appearing to read 'G Bailey', written in a cursive style.

Chief Finance and Operations Officer (Interim)

Job Description

Job Title: Finance Assistant

Grade: SAT B

Responsible to: Finance Manager

Purpose of Job:

The post holder will work as part of a growing team based at Ashdown House providing an effective financial and administrative service to all schools across the Trust. The postholder will be expected to work as part of the team and to complete tasks conscientiously and to a high standard.

They will be expected at all times to promote the ethos of Swale Academies Trust as caring and welcoming and this will be reflected in their dealings with all individuals. The postholder will be expected to work in a sensitive and diplomatic manner, having regard for the confidential nature of their work.

Main duties and responsibilities (Accountabilities):

- Raise orders, process delivery notes and invoices / credit notes onto the Trust accounting software (PS Financials).
- Raise sales invoices / credit notes and receipts from PS Financials.
- Record income received from EFA (Education Funding Agency), KCC and other grant providers.
- Ensure all invoice requests are supported by the correct documentation e.g. letting contract.
- Monitor, record and reconcile all petty cash transactions.
- Record all staff reimbursements.
- Record and reconcile all direct debits and standing orders.
- Monitor Trust purchase card scheme.
- Maintain trips and voluntary ledger.
- Maintain central register of leases and contracts.
- Deal with queries from staff, suppliers, customers, parents by telephone, email or in person.
- Prepare relevant reports from PS Financials for budget holders.
- Ensure all documentation is supported by the correct authority.

General accountabilities:

- Ensure that output and quality of work is to a high standard and complies with current legislation / standards.
- So far as reasonably practicable, the post holder must ensure that safe working practices are adopted by employees.
- Undertaking such other duties as reasonably correspond to the general character of the post.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

Person Specification

Qualifications	Essential / Desirable
Educated to GCSE or equivalent level, with English and Mathematics GCSE or equivalent at Grade C or above as a minimum	E
Experience	
Experience of working in a finance office.	E
Experience in an education setting would be an advantage.	D
Skills and Abilities	
Able to communicate in a friendly and helpful manner with staff, students, parents and members of the general public, both in person and over the telephone.	E
Good literacy and numeracy skills.	E
Ability to cope with interruptions.	E
The ability to remain calm under pressure and handle a wide range of situations.	E
Be a strong team player and work well with other members of the office team.	E
Be adaptable and flexible, with a “can do” attitude.	E
Good interpersonal skills.	E
Ability to work efficiently and accurately, with excellent attention to detail.	E
Willingness to learn.	E
Ability to develop and maintain effective computerised and manual filing systems.	E
Ability to work on own initiative and prioritise personal workload to meet deadlines.	E
Knowledge	
Knowledge of administrative procedures.	E
Good working knowledge of Microsoft packages, Word, Excel and PowerPoint and use of email.	E
An understanding of safeguarding responsibilities within an educational setting.	E
Experience of using Parentpay, PS Financials and HCSS (or similar databases) would be a distinct advantage, although training will be provided.	D



Working for Swale Academies Trust

Benefits

- Hybrid working
- Local Government Pension Scheme – with a generous employer contribution
- Salary Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Discounts with local and national retailers, cinemas and restaurants
- On-Site parking
- Access to training and development

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme

Finding Us

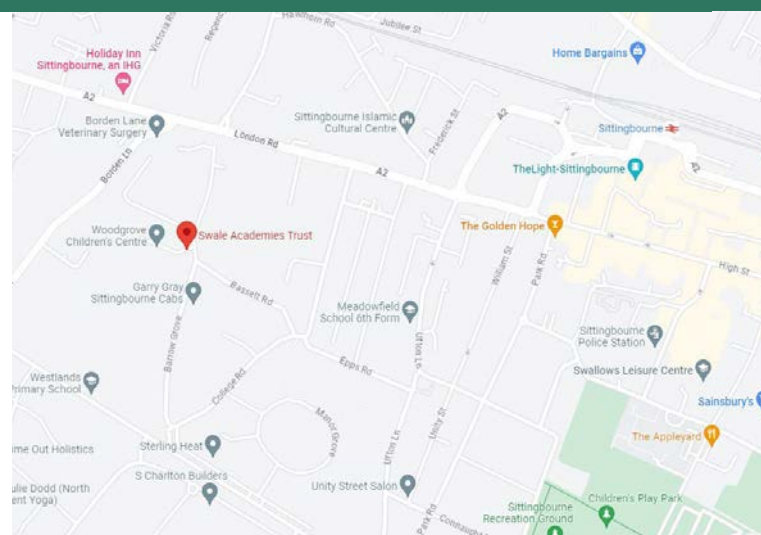
Swale Academies Trust

Ashdown House, Johnson Road, Sittingbourne, ME10 1JS

01795 905989
recruitment@swale.at

Closest Train Station: Sittingbourne Station
Approx. 15 minute walk

Closest bus stops:
The Coniston (from Sittingbourne/Sheppey) - X3, 334
The King's Head (from Medway/A249) - X3, 329





Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Applications for our vacancies should be made through [Kent Teach](#). Links to the relevant Kent Teach advert page can be found within the advert on any other website that it is listed. Alternately, Application forms can be found on the Swale Academies Trust website or downloaded [here](#), and applications should be made by emailing a completed Application Form to recruitment@swale.at.

Please note CVs will not be accepted in place of a completed [application form](#).

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust will run an online check of shortlisted candidates.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Swale Academies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

Central Support Services

Our Vision, Behaviours for Success and Values

Our Vision

To be dynamic, innovative service professionals in the education sector, positively impacting lives for generations to come.

As a team we aim to be innovative and forward facing.
We aim to be...

AGILE



This means we...

A	are keen to adapt	Together, we have a desire to adapt and improve. Being adaptable means we work flexibly and we foster a positive working environment where our staff feel supported to explore opportunities and be creative.
G	are always growing	As an organisation, we are both prepared and excited for growth . We believe that together we can do great things, and so we are ambitious and proactive when we plan for the future. We promote a culture of collaboration to achieve our wider goals and grow in our areas of expertise.
I	work with integrity	We ensure we operate with a strong work ethic and take pride in maintaining integrity . We work effectively by sustaining open, clear and honest communication with one another and our stakeholders. We are trustworthy in our actions, true to our word and can be relied upon.
L	are eager to learn	We advocate for continuous learning and development, and support our staff to expand their skill sets and achieve their professional ambitions.
E	encourage one another	Offering encouragement to one another allows us to build meaningful and supportive relationships that endure. We encourage one another to act with consideration, transparency and accountability.

We value:



